



**CDSS**

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

April 6, 2017

EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP)  
INFORMATION NOTICE 17-02

**TO: ALL FOOD BANK EXECUTIVE DIRECTORS AND TEFAP/CSFP  
COORDINATORS**

**SUBJECT: CIVIL RIGHTS TRAINING REQUIREMENTS**

The United States Department of Agriculture Food and Nutrition Service (FNS) issued a National Policy Memorandum FD-113 on January 25, 2011. The subject of the memorandum is "Civil Rights Training Requirements for Volunteers". The memorandum clarifies FNS' policy regarding civil rights training for volunteers in the Emergency Food Assistance Program (EFAP), Commodity Supplemental Food Program (CSFP), and the Food Distribution Program on Indian Reservations (FDPIR). FNS requires civil rights training for those involved in programs that receive Federal financial assistance.

Civil rights training is required on an annual basis for:

- Frontline volunteers, such as individuals who regularly interact with program applicants and participants or determine eligibility.
- Volunteers who handle personal information.
- Persons who supervise frontline staff.

CDSS' civil rights training policy and procedures for EFAP and CSFP will be provided within 30 days. Additional information regarding the National Policy Memorandum FD-113 can be retrieved at <https://www.fns.usda.gov/civil-rights-training-requirements-volunteers-0>.

If you have any questions please contact Don Williams, Program Manager, at (916) 229-3336 or at [Don.Williams@dss.ca.gov](mailto:Don.Williams@dss.ca.gov). You can also contact your Program Consultant or call (916) 229-3344.

Attachment

Sincerely,

SCOTT NIELSEN, Chief  
Emergency Food Assistance Program and Fraud Policy Section

c: EFAP Coordinators